**ITD122 – Computer Applications for Professionals**

***Word 2010 Capstone Project***

***Skills***

* Enter text in a Word document
* Format paragraphs
* Format text
* Change theme colors
* Insert clipart or pictures
* Format clipart or pictures
* Change line and paragraph spacing
* Use a header for page numbers
* Modify paragraph indent
* Insert a manual page break
* Cut, copy, and paste
* Change margins
* Change text wrapping around an object
* Add a border to a paragraph
* Clear formatting
* Set and use tab stops
* Insert a Word table, enter data, and format

***Scenario***

BizMarket is an online marketplace for people who want to buy or sell a small business such as a restaurant, convenience store, or car wash. You are an assistant to the communications director and he has asked you to finish a job that he started but is unable to complete. The job is to create a final version of a frequently asked questions (FAQ) document for a presentation scheduled for the next day. The majority of the text is typed, but you must add a sales table and clipart, rearrange paragraphs, and format the document per the company standards.

**The following outlines the company standards for all written communication:**

1. Font must be Arial, Verdana, or Comic Sans MS.
2. Font size must be between 10 and 16 points.
3. Any reference to ***BizMarket*** must be bold and italic.
4. The overall title of the document must be larger than the body of the document and must have a bottom border separating the title from the body.
5. Section titles of a document must use the Heading 2 style.
6. Lists must be a formatted as bullets.
7. Page numbers must appear in the header at the right margin.
8. Tables of information must be formatted appropriately.
9. The color theme must be Elemental
10. All documents must have a cover page with the document title and the company logo centered horizontally.
11. Documents should have appropriate clipart to provide interest to customers.

The starting file is BizMarket FAQ (download by saving the file to your local PC and then open in Word).

Your boss as requested you complete the following edits to this document:

1. Create a cover page and include an appropriate clipart or picture and the text “The BizMarket FAQ”. Format this text appropriately for a cover page. Make sure to use a hard page break at the end of the cover page.
2. The body font and font size should be one of the company standards.
3. Make all references to BizMarket bold and italic.
4. Remove the underline from the section headings and apply the Heading 2 style to those lines.
5. Line spacing should be Single.
6. Space after paragraphs should be 6 pts, space before paragraphs should be 0 pts.
7. The lines after “What types of businesses are for sale?” should be bulleted. (Note: there should be seven bulleted lines)
8. On the second page (starting with “The BizMarket FAQ), add a clipart at the top. Make sure the image is appropriate for the document
9. Format the first line of page 2 (The BizMarket FAQ) to give it emphasis. Add a bottom border to that paragraph.
10. Format the second line of page 2 (For more information…) as italic.
11. Add a header:
    1. Left aligned text: Frequently Asked Questions
    2. Right aligned text: Page # (note the actual page number should display in place of the # sign)
12. The last line of the document, which is a quote, should be italics and centered. The quoted author should be on a second line, italics, and centered.
13. After the line “The following table shows…” create and format a table with the following information:

|  |  |
| --- | --- |
| Business Category | Average Sales Amount |
| Automotive | $78,500.00 |
| Cleaning and maintenance | $47,950.00 |
| Food and beverage | $175,000.00 |
| Retail | $186,050.75 |

1. Proofread your document for any typing, spelling, or grammar errors.
2. Save your document with the name “Word Capstone Project, your lastname”
3. Review the scoring rubric and use as a checklist to validate your works.

**Grading Rubric and Student Checklist –Word 2010**

**Capstone Project: BizMarket FAQ Document**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ✓ | **Scoring Item** | **More than**  **2 errors** | **1 or 2**  **errors** | **No**  **errors** |
| ❑ | **Cover Page Created**  Clipart included and formatted *(2 pts)*  Text: BizMarket *(1 pt)*  Text: Font is Arial, Verdana, or Comic Sans MS *(1 pt)*  Hard Page break used between cover page and page 2 *(2 pts)* | 0 | 3 | 6 |
| ❑ | **BizMarket (13 occurrences)**  Bold *(3 pts)*  Italic *(3 pts)* | 0 | 3 | 6 |
| ❑ | **Title (The BizMarket FAQ) Line**  Font: Larger than all other text on page, but still between 10 & 16 points *(2 pts)*  Bottom border *(2 pts)*  Clipart added above line and formatted appropriately *(4 pts)* | 0 | 4 | 8 |
| ❑ | **Section Headings (7 occurrences)**  Underline removed from section headings *(2 pts)*  Style: Heading 2 applied (*2 pts)* | 0 | 2 | 4 |
| ❑ | **“For more information, contact info…” line**  Italic (2 pts) | 0 | 0 | 2 |
| ❑ | **Line and Paragraph Spacing**  Line spacing: single *(2 pts)*  Paragraph Spacing – Before: 0 pts *(2 pts)*  Paragraph Spacing – After: 6 pts *(2 pts)* | 0 | 3 | 6 |
| ❑ | **“Business Types” List**  List separated into seven lines *(2 pts)*  Bulleted *(4 pts)* | 0 | 3 | 6 |
| ❑ | **Header**  Left-aligned text: **Frequently Asked Questions** (2 pts)  Right-aligned text:  **Page and page number code**  (2 pts) | 0 | 3 | 4 |
| ❑ | **Quote Line**  Author of quote on second line (1 pt)  Both lines: italics and centered (2 pts) | 0 | 2 | 3 |
| ❑ | **Table Created**  Correct location (after line: “The following table shows..”) (2pts)  Table: 5 rows, 2 columns (2 pts)  Formatted appropriately (4 pts) | 0 | 4 | 8 |
| ❑ | **Proofreading and General Guidelines**  No typing errors (2 pts)  File name: Word Capstone Project, student name (2 pts) | 0 | 2 | 4 |
|  | **Total Points:** | 0 | 29 | 57 |